

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1813

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, APC OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and supervise the administrative operation functions of the Air Pollution Control Bureau, including fiscal, purchasing, and grant oversight.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees financial activities for the bureau; tracks and monitors expenditures for compliance with approved budget; performs internal financial audit; supplies external auditors with appropriate financial records; discusses audit findings with supervisor and/or department head; manages department petty cash fund as directed; signs weekly payroll vouchers and distributes payroll checks; works with City Finance Department to resolve problems.

Oversees the preparation of departmental budget; discusses and reviews departmental budget request with director or department head; requests and/or makes revisions as directed; conducts research; prepares materials for presentation to Board, City Council and County Commission.

Oversees preparation of federal grant request and reports; prepares grant work plan with management; prepares and justifies special grant requests; submits federal budget application to appropriate agency; assists management in final grant negotiations with federal agencies; reviews grant award packages and returns signed agreement to federal agency; prepares cash status reports and annual expenditure report and submits to agency;

Administers long-term disability insurance and employee pension plans; processes enrollment forms and claims; pays monthly premiums as required; prepares pension and related life insurance enrollment reports and submits to agencies and the IRS; acts as liaison between members, trustees and agencies; submits annual employer contributions.

Oversees purchasing activities; supervises processing of requisitions and purchase orders; exercises purchasing authority in absence of supervisor; works with Purchasing division to resolve problems.

Maintains facility, equipment and supplies for bureau; directs inventory reporting of office and field equipment; interviews vendors; makes arrangements for purchases of major equipment; assists with lease negotiations where required.

Serves on various committees and/or boards as they related to daily performance of assigned duties; attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Serves as Safety Officer for bureau; conducts periodic facility inspections for safety violations and hazards; maintains list of hazardous materials; processes reports for job-related accidents and injuries.

ADDITIONAL FUNCTIONS

Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for management; reviews for accuracy and completeness; makes copies and files for departmental use and future reference.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, business administration, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes accounting, bookkeeping, budgeting, pension administration, computer training, or related required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license. Certain certification is required based upon assigned department or division.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.